



# The Greater Kansas City FEDERAL EXECUTIVE BOARD

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FY2005

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GSA

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Clerk Greg Martinez, FAA April 1, 2005

Dear Fellow FEB Member:

Please take a few minutes and read the following:

Enclosed is your 2005 Executive Forum Registration Packet. This year's Executive Forum will be held August 17-19, 2005, at the beautiful Chateau on the Lake in Branson, MO. The theme of this year's Forum is "Leadership Delivering Results." I have the honor of serving as Chair of this year's Forum and can assure you that this will be an outstanding conference for you and your senior managers. Our planning committee has spent many hours evaluating input from previous Executive Forum events and has listened to the current input. This will provide you with the very best in leadership development and an opportunity to network with senior government leaders throughout the respective Kansas City and St. Louis areas.

This year's program will include Mark Mayfield and Dr. Dale Henry as keynote speakers on leadership. We are securing excellent teachers and leaders on building teams and productive relationships and covering some critical areas of the President's Management Agenda. And, a highlight of this year's program will be an exercise, "Survivor Branson." You will not want to miss this since it is not only educational and provides hands on emergency training, but will also be entertaining.

We are very pleased to inform you that the cost will remain at \$650 for an "Early Bird Registration" until July 17<sup>th</sup>. After July 17<sup>th</sup> the registration will increase to \$800.00 due to contracted hotel room rates. Your registration will include two nights lodging, two breakfasts, one lunch, one fabulous barbecue evening meal at poolside and all of the seminar refreshments! I cannot stress enough the importance of registering early. Your early registration builds confidence that program expenses will be covered adequately and that continuing educational programs like these will continue to be a vital part of Federal Executive Board planned activities.

I am confident you and your colleagues will benefit from the Executive Forum. On behalf of the Executive Forum planning committee, we look forward with excitement to seeing you August 17-19, 2005 in Branson.

Sincerely,

FEB 1st Vice Chair

Steven Banne

Chair, 2005 Executive Forum

# REGISTRATION FORM 2005 EXECUTIVE FORUM

August 17 - 19, 2005

## Chateau on the Lake \*\* Branson, Missouri

Registration constitutes a <u>final</u> commitment for the conference. There will be <u>no reimbursement of registration fees due</u> to cancellation or <u>no shows</u>. If you are unable to attend, an alternate representative from your agency will be welcome. <u>NO registrations will be accepted by phone.</u> Deadline for registration fees and payment is COB July 17, 2005.

THE EARLY BIRD REGISTRATION FEE OF \$650.00 INCLUDES OVERNIGHT ACCOMMODATIONS AUGUST 17<sup>TH</sup> & 18<sup>TH</sup> AT THE CHATEAU ON THE LAKE, CONFERENCE ATTENDANCE/MATERIALS, A NETWORKING RECEPTION, 2 FULL BREAKFASTS, BREAKS, AND ONE LUNCHEON. <u>AFTER JULY 17<sup>TH</sup> THE REGISTRATION WILL INCREASE TO \$800.00 DUE TO CONTRACTED HOTEL ROOM RATES.</u> Payment is due prior to the conference date. Faxed reservations are accepted if they contain COMPLETE billing information (Training form #1556, item B and Form #182, item 23.)

Arrangements for individuals with special needs, i.e., interpreter, special meals, <u>MUST</u> be made in writing and sent to the Federal Executive Board Office along with the registration form. Special requests must be received by July 25, 2005 along with your completed Registration Form.

#### PAYMENT:

	0.00 EARLY BIRD (PRIOR TO	JULY 17 ···)	\$800.00 AFTER JULY 17 <sup>TH</sup>
	Check/Money order. Make pa \$25.00 service fee to be paid l		l Executive Board. All returned checks will be subject to a r cashier check.
	Our Purchase Order(s) and/o	or Training Form	n(s) are attached.
	Charge my Credit Card	Visa	MasterCard
	Condit Cand Namban		Expiration Date:
			nately one week prior to the conference.
	Signature: Credit Cards will be pro	ocessed approxin	nately one week prior to the conference.
ne:	Signature: Credit Cards will be pro	ocessed approxin	nately one week prior to the conference.
	Signature:  Credit Cards will be pro  LAST FIRS	NAME OF A	nately one week prior to the conference.  ITENDEES
•	Signature:  Credit Cards will be pro  LAST FIRS	ocessed approxin  NAME OF A	TTENDEES  MIDDLE

PLEASE PRINT CLEARLY OR TYPE YOUR NAME AS YOU WISH IT TO APPEAR ON NAME TAG.

THE FEB WILL PROVIDE A CONFIRMATION TO ALL INDIVIDUALS REGISTERED.

SEND CHECK, TRAINING FORM OR P.O.'S AND COMPLETED REGISTRATION FORM(S) TO:

FEDERAL EXECUTIVE BOARD 1500 E. Bannister Road, Ste. 1176

Kansas City, MO 64131 Phone: (816)823-5100 \*\* Fax: (816)823-5104

#### IMPORTANT REMINDERS

- We suggest you wear layered clothing to ensure comfort since meeting room climates often vary.
- ☐ To FAX: Please fax this completed form along with P.O. #(s) or 182's/1556's or one blanket form for several names. If paying by check, fax a copy of the check with completed registration form.

# 2005 EXECUTIVE FORUM QUESTIONNAIRE

Name:				
Agency:				
Phone #:	Email Address:			
	Previously Registered	Registration Attached		
GUESTS	ARE WELCOME TO ATTEND THE NETWORK (Please no guests at the con			
	MY GUEST WILL ALSO ATTEND THE NET EVENING BBQ). THE COST FOR EACH	· ·		
		\$\\ \text{for my guest to attende cutive Board.}\ \text{All returned checks will be by money order or cashier check.}		
	Please charge my credit in the amount of the BBQ. VISA	of \$ for my guest to attend  MASTERCARD		
Credi	t Card Number:			
Expir	ration Date:			
Signa C	nture: Credit Cards will be processed approximately	one week prior to the conference.		
	PLEASE CHECK YOUR P	REFERENCES		
	Nonsmoking Room	Smoking Room		
	1 Queen Bed (We will make every effort to accor	2 Double Beds		

# 2005 EXECUTIVE FORUM TENTATIVE AGENDA

#### Wednesday, August 17, 2005

1:00 pm Welcome

1:30 pm Keynote Speaker

Mark Mayfield

4:30 pm Adjourn

5:30 pm Networking Reception

Join us by the pool for a BBQ dinner and entertainment

#### THURSDAY, AUGUST 18, 2005

6:45 am Breakfast

8:00am Yon Koloba

Dr. Ngomisi

10:15am President's Management Agenda

Clay Johnson (invited)

11:45 am Lunch

1:00 pm President's Management Agenda/Federal Executive Boards

Marta Perez (invited)

2:00 "Survivor Branson"

4:30 Adjourn

Dinner on your own

#### FRIDAY, AUGUST 19, 2005

6:45 am Breakfast

8:00 am Leadership

Dr. Dale Henry

11:00 am Wrap up

11:30 am Adjourn

## 2005 Executive Forum

## **DIRECTIONS**

# CHATEAU ON THE LAKE 415 N. STATE HIGHWAY 265, BRANSON, MISSOURI, 65616

Branson is roughly a 4 ½ hour drive from Kansas City or St. Louis. From Springfield, MO take US 65 South 39 miles to Branson. Continue on US 65 for 2 miles south of Branson and turn right on 165 (Peach Lutheran Church is on a hill on your right.) Continue on 165 until you cross Table Rock Dam. The Chateau on the Lake is the second left after you cross the dam.

# HOTEL RESERVATIONS

Reservations will be made for you and you will not need a confirmation number. Check in time is 3:00 p.m.. However, the hotel will try to have as many rooms as possible ready between 11:00 a.m. and 12:00 p.m. Please have a credit card available to cover any personal charges that you may have billed to your room.

## CONFERENCE REGISTRATION

You may pick up your registration packet in the foyer of the *Great Hall* after 11:30 a.m. on August 17th.

# **DRESS**

Dress is business casual with most participants wearing slacks and sports shirts or blouses.

## RECREATION

The hotel offers indoor and outdoor pools and hot tubs, a sauna, an exercise room, a marina and many other amenities. The indoor facilities are open 24 hours a day. You can pick up a newsletter at check in for weekly events.